

Urban and Community Forestry Grants

GENERAL INFORMATION

Introduction

The Urban and Community Forestry Grants are provided to Tennessee by the USDA Forest Service, as appropriated by the United States Congress, and administered by the Tennessee Department of Agriculture, Forestry Division's Urban & Community & Urban Forestry program.

Goals and Objectives

The goal of the Urban and Community Forestry Grant Assistance Program is to establish and build local urban and community forestry programs to a managing level. A community at the managing level is deemed to have in place all 4 of the following elements:

- A tree advisory or advocacy group in the community.
- A forester or certified arborist on staff or on retainer by the community.
- An tree ordinance in place.
- A plan to manage trees that is based on a tree inventory and assessment.

Eligible Grantees

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- educational institutions

Available Funds

Grant amounts generally have limits set yearly and are typically dependent on the amount of money available from the USDA Forest Service to Tennessee.

These grant funds are for programs, projects, or activities NOT CURRENTLY BEING FUNDED, and are not intended to substitute for existing funds.

Cost Sharing Requirements (Match)

The urban and community forestry grants require a match equal to the grant (50-50 match). Costs are shared by Federal Government and the grantee. The Federal share of the project's financial support may be up to 50 percent of the total cost. A grantee's share of such support may be in the form of cash, services, or in-kind contributions. Grantees shall not use other federal funds to match an urban forestry grant, nor use local funds or in-kind contributions to match more than one federal grant.

Applicants are encouraged to review Office of Management & Budget, OMB Circulars A102 and A110: Uniform Administrative Requirements for Grants for rules on match for grants.

Review

Proposals will be reviewed by the Tennessee Department of Agriculture, Division of Forestry personnel and Tennessee Urban Forestry Council members. Recommendations for grant awards will be made to the State Forester for final approval. Priorities and other grant rating factors may change from year to year. Applicants need to review the current year grant information and application package for specific information.

Technical Assistance

Potential recipients are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

Some applicants in the past have stated that foresters or extension personnel will assist in implementing their project without that person's knowledge. If you intend to have someone assist with the project, include a letter from him/her to prove they are aware of their commitment.

Reporting Requirements

Recipients will be responsible for maintaining adequate records that document allowable costs used to match the federal funds. **Periodic progress reports are required, and a final project report will be required upon completion of the project.** Recipients are subject to periodic and post-completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, the Tennessee Comptroller's Office, and the USDA Forest Service.

Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement.

#####

EXECUTIVE SUMMARY URBAN & COMMUNITY FORESTRY STRATEGIC PLAN

The development of this plan was initiated by a survey questionnaire sent to a variety of groups that are considered stakeholders of the urban forestry program. A compilation of the responses led to the development of a summary of roles of various agencies and organizations. The agencies and organizations with urban forestry roles identified were: USDA Forest Service, TN Dept of Agriculture, Forestry Division, local governments and local tree boards, Universities and Colleges, particularly the University of Tennessee Cooperative Extension Service, and the Tennessee Urban Forestry Council.

5 goals were formulated with corresponding objectives from the survey responses. The five goals are listed below.

Goal 1: Establish Urban & Community Forestry programs in communities in Tennessee and assist

existing programs in becoming sustainable.

Goal 2: Increase awareness and understanding of the benefits, values, and management of urban forest resources.

Goal 3: Improve technical knowledge and skills of forestry division personnel and planners, managers and maintenance workers who affect urban forests and green spaces.

Goal 4: Improve the coordination and cooperation of people and organizations who influence urban forests

Goal 5: Implement a process for assessing urban forests in Tennessee

Emphasis may vary from year to year to meet the goals listed above.

Format for Proposals

Proposal Formats may change from year to year. Applicant should review these requirements listed in the current year grant information and application package.

Acknowledgement

All Grantees are required to acknowledge the USDA Forest Service and the Tennessee Department of Agriculture Forestry Division as project partners in providing funds for the grantee's projects.

Final Note: Don't try to do too much. Two or 3 things done well is better than attempting 20 things. Attempting to do too much will hurt a proposal during the evaluation process.

Certifications & Assurances

The USDA Forest Service requires grant sub-recipients to fill out a set of Certifications and Assurances. These forms are due with the grant application and are provided along with the grant information and application packet.

#####

GENERAL TIMETABLE

1. Grant announcements are typically made in mid to late January.
2. Grant workshops, if they are held, are usually in February and March.
3. Grant proposals and applications are due in the Tennessee Department of Agriculture Division of Forestry's Nashville Office on a specified day in late March or early April.

4. Proposals will be reviewed by early May, and notification will be made to applicants by late May.
5. For successful applicants, the list below is continuation of the grant cycle.
 - a. Contracts are developed in June & July, followed by a contract meeting prior to signing. Contracts typically run from July 1 through September 30 the following year (15 months).
 - b. Two Periodic Progress reports are required and re due in December/January and May/June.
 - c. Contracts usually expire the end of September, and final reports and reimbursement requests are due the end of November.

#####

OBTAINING A GRANT INFORMATION and APPLICATION PACKET

Information and application packets are available from the following urban forestry staff of the TN department of Agriculture, Forestry Division.

- | | | |
|------------------|--------------|--------------------------------|
| • Bruce Webster, | 615-837-5436 | Bruce.Webster@state.tn.us |
| • Brian Rucker | 615-837-5439 | Brian.Rucker@state.tn.us |
| • Tom Simpson, | 865-908-4434 | <u>Tom.Simpson@state.tn.us</u> |
| • Shawn Posey | 901-754-5185 | Shawn.Posey@state.tn.us |

#####

FUNDABLE PROJECTS

These grants are for urban and community forestry projects. The grants are used to help build a capacity to sustain a local program that can in turn support local tree planting, tree care and maintenance, and local educational efforts.

Expenses for Travel to the State Urban Forestry Conference may be included in the grant. Other travel must be related to accomplishments of the grant project.

The Urban & Community Forestry Strategic Plan - 2003 - 2008 is available upon request from any of the urban forestry staff. This plan may serve as a reference to communities and groups applying for the urban and community forestry grants.

Grant Categories: These may change from year to year. Interested communities and non-profit organizations should consult the current year application package. However, projects that aim toward helping communities achieve the four elements of a sound local urban forestry program will likely receive favorable consideration. These elements are:

1. have active urban & community tree and **forest management plans** developed from professionally-based resource assessments/inventories

2. employ or retain through written agreement the services of **professional forestry staff**
3. adopted local/statewide **ordinance or policies** that focus on planting, protecting, and maintaining their urban and community trees and forests
4. have local **advocacy/advisory organizations**, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise and/or advocate for the planting, protection, and maintenance of urban and community trees and forests.

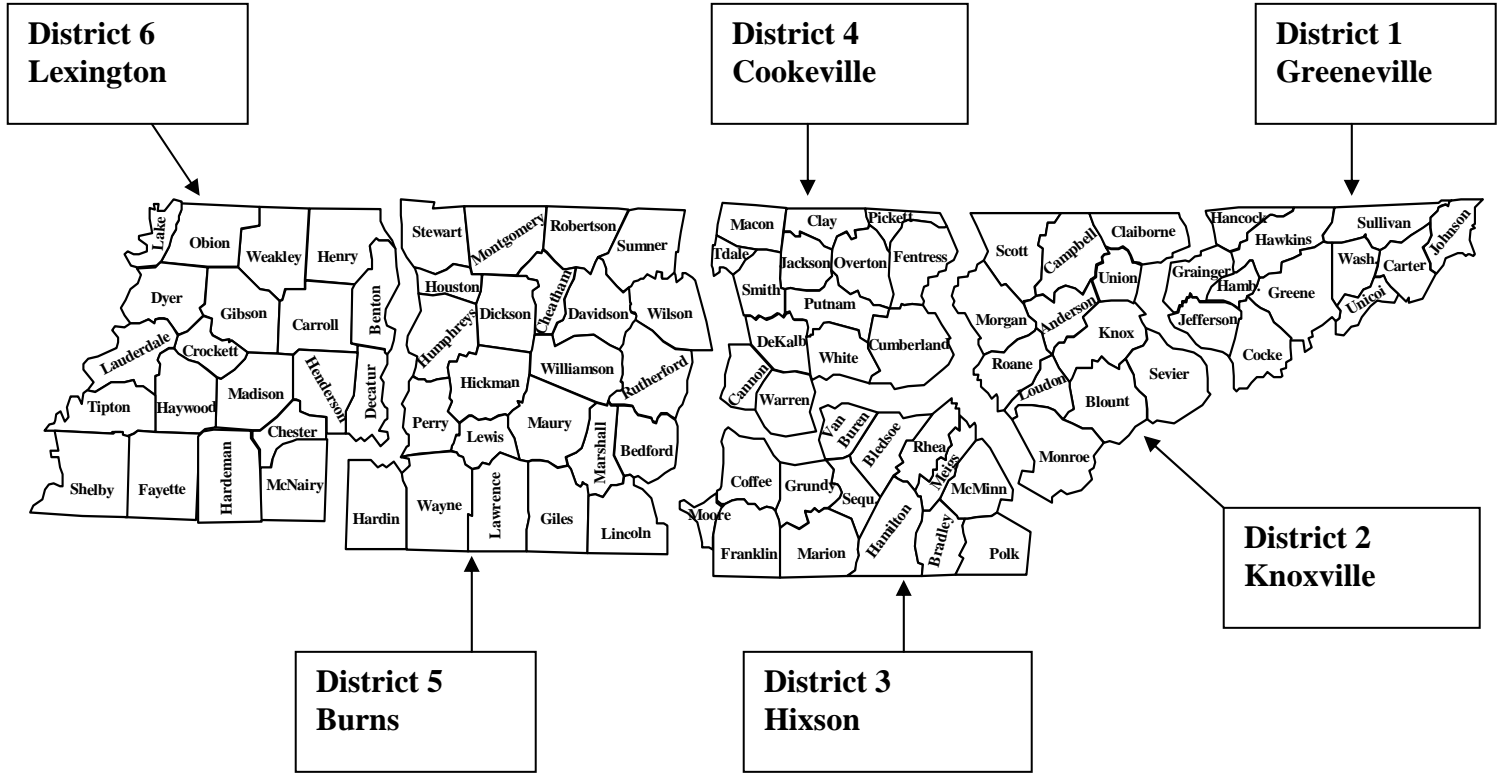
Educational projects including printing materials and hosting workshops are eligible and will be considered, but content must be related to urban forestry. Tree planting projects will also be considered

All projects must provide an acknowledgment of the USDA Forest Service and the Tennessee Department of Agriculture, Division of Forestry as project partners providing funding for the project.

Acknowledgement may be accomplished by erecting a sign at a planting site, preparing a news release regarding a hiring, or statements in program brochures, literature, etc. announcing the source of the project funding, or other appropriate method.

All projects must provide a letter from any person who is expected to assist in completing the project. This letter acknowledges that the individual has been contacted and is aware of his/her anticipated participation in the project.

Tennessee Department of Agriculture, Division of Forestry
District Offices



District 1
 Greenville Office
 P.O. Box 731
 Greenville, TN 37744
 (423) 636-8805

District 2
 Knoxville Office
 P.O. Box 2666
 Knoxville, TN 37901-2666
 (865) 594-6432

District 3
 Hixson Office
 P.O. Box 160
 Hixson, TN 37343
 (423) 634-3091

District 4
 Cookeville Office
 390 South Lowe, Suite 10
 Cookeville, TN 38501-4702
 (931) 526-2279

District 5
 Burns Office
 3497 Church Street
 Burns, TN 37029
 (615) 797-3117

District 6
 Lexington Office
 P.O. Box 438
 Lexington, TN 38351
 (731) 968-6676